

## EX107Info

### Canllawiau, rhestr y panel trawsgrifio a phrisiau

#### ADRAN 1

##### Canllawiau ar gwblhau ffurflen EX107

Rhowch y canlynol yn y bwlch a ddarperir ar frig y ffurflen:

- enw'r Uchel Lys, Llys Sirol neu'r Llys Teulu lle cychwynnwyd yr achos;
- rhif yr Achos;
- enw llawn yr Hawlydd / Ceisydd / Deisebydd / Apelydd; ac
- enw llawn y Diffynnydd / Atebydd.

#### Rhan A

Rhowch yr wybodaeth ganlynol:

- enw'r barnwr a wrandawodd yr achos;
- enw a chyfeiriad y llys lle cynhaliwyd y gwrandawriad;
- rhif yr ystafell llys lle gwrandawyd yr achos; a
- dyddiad y gwrandawriad, neu'r dyddiad cyntaf yn unig os bu i'r gwrandawriad bara mwy nag un diwrnod.

Gwrandawriad Ffôn: Ticiwch y blwch i ddangos pa un ai a oedd trwy gyfrwng cynhadledd ffôn ai peidio. Os oedd, nodwch ddarparwr y gwasanaeth a'r rhif bilio.

#### Rhan B

Rhowch eich manylion yma. Sylwer eich bod chi (y corff awdurdodedig) yn gyfrifol am dalu holl gostau'r trawsgrifio'n uniongyrchol i'r trawsgrifiwr. Os gwneir y taliad/anfoneb o leoliad arall, dylid rhoi'r wybodaeth hon yn Rhan E.

#### Rhan C

Rhaid i chi ddewis a rhoi enw'r Cwmni Trawsgrifio Tapiau yma. **Rhaid** i'r cwmni fod yn aelod swyddogol o'r Panel Trawsgrifio (*gweler Adran 2 y canllaw hwn am restr lawn o'r aelodau*).

Sylwer ar Amod 5 Telerau Safonol y Cytundeb ar gefn yr EX107, gan fod premiwm yn cael ei godi ar drawsgrifau sydd eu hangen o fewn 48 awr.

## EX107Info

### Guidance, transcription panel list and prices

#### SECTION 1

##### Guidance for completion of form EX107

In the space provided at the top of the form, please give:

- the name of the High Court, County or Family court where the case was issued;
- the Case Number;
- the full name of the Claimant / Applicant / Petitioner / Appellant; and
- the full name of the Defendant / Respondent.

#### Part A

Please provide:

- the name of the judge who heard case;
- the name and address of the court where the hearing took place;
- the number of the courtroom where the case was heard; and
- the date of hearing, or the first date only if hearing was for more than one day.

Telephone Hearing: Tick box to show whether by telephone conference or not. If yes, indicate the service provider and the billing number.

#### Part B

Give your details here. Please note that you (the authorised body) are responsible for paying all the costs of transcription direct to the transcriber. If the payment/invoice is made from a different location, this information is to be given in Part E.

#### Part C

You must choose and give the name of the Tape Transcription company here. This company **must** be an official member of the Transcription Panel (*see Section 2 of this guidance for a full list of members*).

Please note Term 5 of the Standard Terms of Agreement on the reverse of the EX107, as there is a premium charged for transcripts required within 48 hours.

## Rhan D

Nodwch pa fath o drawsgriadiad sydd ei angen arnoch. Sylwer bod prisiau gwahanol yn cael eu codi am drawsgriadiadau tystiolaeth, dyfarniadau ac am gopïau o drawsgriadiad sy'n bod eisoes (*gweler Adran 3 y canllaw hwn am y rhestr lawn o uchafswm prisiau*).

Mae rhagor o le ar gefn y ffurflen, os bydd angen.

## Rhan E

Rhowch fanylion am enw a chyfeiriad y taliad/anfoneb, os yn wahanol i Ran B. Os mai'r Adran sy'n cyflwyno'r archeb, rhowch y codau talu perthnasol.

## Rhan F

Llofnodwch a rhowch y dyddiad ar y ffurflen i gadarnhau manylion y cais. Trwy lofnodi Cais am Drawsgriadiad Tâp/Disg EX107 yr ydych yn cadarnhau eich bod yn derbyn Telerau Safonol y Cytundeb sydd i'w gweld ar gefn y ffurflen. Darllenwch y Telerau hyn yn ofalus.

## Part D

Please indicate what type of transcript is required. Please note there are different charges for transcripts of evidence, judgments and for copies of existing transcripts where one exists (*see Section 3 of this guidance for the full list of maximum charges*).

There is further space on the back of the form, if required.

## Part E

Give details of payment/invoice name and address, if different from Part B. Where the Department is placing the order, please enter the relevant payment codes.

## Part F

Sign and date the form to confirm request details. By signing the EX107 Tape/Disc Transcription Request you confirm that you accept the Standard Terms of Agreement as shown on the reverse of the form. Please read the Terms carefully.

## ADRAN 2 / SECTION 2

Rhestr o aelodau awdurdodedig y panel trawsgrifio tapiau ers 1 Chwefror 2007

List of authorised members of the tape transcription panel from 1 February 2007

ENW NAME	CYFEIRIAD ADDRESS	FFÔN / FFACS / E-BOST TELEPHONE / FAX / E-MAIL
Marten Walsh Cherer Limited	Llawr 1 <sup>af</sup> / 1 <sup>st</sup> Floor, Quality House 6-9 Quality Court Chancery Lane Llundain / London WC2A 1HP  DX London/Chancery Lane 410	<b>Ffôn / Tel</b> 020 7067 2900  <b>Ffacs / Fax</b> 020 7831 6864  <b>E-bost / E-mail</b> <a href="mailto:info@martenwalshcherer.com">info@martenwalshcherer.com</a> a chopi i / and a copy to <a href="mailto:jenny@martenwalshcherer.com">jenny@martenwalshcherer.com</a>
Merrill Legal Solutions (Wordwave International Ltd)	165 Fleet Street Llundain / London EC4A 2DY  DX 414 LDE	<b>Ffôn / Tel</b> 020 7421 4036  <b>Ffacs / Fax</b> 020 7422 6134  <b>E-bost / E-mail</b> <a href="mailto:mlstape@merrillcorp.com">mlstape@merrillcorp.com</a>
Cater Walsh Reporting Ltd	Llawr 1 <sup>af</sup> / 1 <sup>st</sup> Floor Paddington House New Road Kidderminster DY10 1AL  DX 16318 Kidderminster	<b>Ffôn / Tel</b> 01562 60921 / 01562 501118  <b>Ffacs / Fax</b> 01562 743235  <b>E-bost / E-mail</b> <a href="mailto:aileen@caterwalsh.co.uk">aileen@caterwalsh.co.uk</a>
	The Transcription Suite 3 Beacon Road Billinge Wigan WN5 7 HE	<b>Ffôn / Tel</b> 01744 601880  <b>E-bost / E-mail</b> <a href="mailto:mel@caterwalsh.co.uk">mel@caterwalsh.co.uk</a>
John Larking Verbatim Reporters	Suite 205 Temple Chambers 3-7 Temple Avenue LLUNDAIN / LONDON EC4Y 0HP  DX 13 London/Chancery Lane	<b>Ffôn / Tel</b> 020 7404 7464  <b>E-bost / E-mail</b> <a href="mailto:transcript@johnlarking.co.uk">transcript@johnlarking.co.uk</a>
	1 Cow Lane Church Farm South Harting West Sussex GU31 5QG  DX 100413 Petersfield	<b>Ffôn / Tel</b> 01730 826789
AVR Transcription Limited	Turton Suite Paragon Business Park Chorley New Road Horwich, Bolton Swydd Gaerhirfryn/Lancashire BL6 6HG DX 19776 HORWICH	<b>Ffôn / Tel</b> 01204 693645  <b>Ffacs / Fax</b> 01204 693669 / 0844 824 6417  <b>E-bost / E-mail</b> <a href="mailto:support@avrtranscriptionltd.co.uk">support@avrtranscriptionltd.co.uk</a>

J L Harpham Ltd	Queen's Building 55 Queen Street SHEFFIELD S1 2DX  DX 10645 Sheffield 1	<b>Ffôn / Tel</b> 0114 272 8908 <b>Ffacs / Fax</b> 0114 249 3628 <b>E-bost / E-mail</b> <a href="mailto:Enquiries@jlharphamltd.fsbusiness.co.uk">Enquiries@jlharphamltd.fsbusiness.co.uk</a> <a href="mailto:jlhltd@btconnect.com">jlhltd@btconnect.com</a>
Ubiquis UK (formerly known as Harry Counsell & Co)	61 Southwark Street Llundain / London SE1 0HL  DX 149165 Southwark 9	<b>Ffôn / Tel</b> 020 7269 0370 <b>Ffacs / Fax</b> 020 7405 9884 <b>E-bost / E-mail</b> <a href="mailto:infouk@ubiquis.com">infouk@ubiquis.com</a>
Audio & Verbatim Transcription Services	10 Herondale Haslemere SURREY GU27 1RQ  DX 58103 Haslemere Surrey	<b>Ffôn / Tel</b> 01428 643408 <b>Ffacs / Fax</b> 01428 654059 <b>E-bost / E-mail</b> <a href="mailto:avtshaslemere@aol.com">avtshaslemere@aol.com</a>
Beverley F Nunnery & Co (a division of Opus 2 International Limited)	Beverley F Nunnery & Co (a division of Opus 2 International Limited) 5 Chancery Lane Llundain / London EC4A 1BL  DX21 LON/CHY	<b>Ffôn / Tel</b> 020 7831 5627 <b>Ffacs / Fax</b> 020 7831 7737 <b>E-bost / E-mail</b> <a href="mailto:info@beverleynunnery.com">info@beverleynunnery.com</a>
Compril Limited	Denmark House 169-173 Stockton Street Middlehaven Middlesborough TS2 1BY  DX 60529 Middlesborough	<b>Ffôn / Tel</b> 01642 232324 <b>Ffacs / Fax</b> 01642 244001 <b>E-bost / E-mail</b> <a href="mailto:rita.watson@compril.co.uk">rita.watson@compril.co.uk</a> <a href="mailto:lrobertson@compril.co.uk">lrobertson@compril.co.uk</a>
Mendip Media Group Ltd	Rockeagle House Pynes Hill Caerwysg / Exeter EX2 5AZ  DX 742483 Exeter 34	<b>Ffôn / Tel</b> 01392 213958 <b>Ffacs / Fax</b> 01392 215643 <b>E-bost / E-mail</b> <a href="mailto:ttp@mendipmediagroup.com">ttp@mendipmediagroup.com</a>
Apple Transcription Limited	Suite 204 Kingfisher Business Centre Burnley Road Rawtenstall Rossendale Swydd Gaerhifryn/Lancashire BB4 8ES  DX 26258 Rawtenstall	<b>Ffôn / Tel</b> 0845 604 5642 <b>Ffacs / Fax</b> 01706 870838 <b>E-bost / E-mail</b> <a href="mailto:info@appletranscription.co.uk">info@appletranscription.co.uk</a>
The Transcription Agency	24-28 High Street Hythe Caint / Kent CT21 5AT	<b>Ffôn / Tel</b> 01303 230038 <b>E-bost / E-mail</b> <a href="mailto:court@thetranscriptionagency.com">court@thetranscriptionagency.com</a>

W B Gurney & Sons LLP	83 Victoria St Westminster Llundain / London SW1H OHW	<b>Ffôn / Tel</b> 020 7960 6089  <b>Ffacs / Fax</b> 020 7960 6100  <b>E-bost / E-mail</b> <a href="mailto:janet@gurneysreporting.co.uk">janet@gurneysreporting.co.uk</a> <a href="mailto:rhona@gurneysreporting.co.uk">rhona@gurneysreporting.co.uk</a>
Posib Ltd	Ail Lawr / Second Floor St Marys' Chambers 87 Stryd Fawr / High Street Yr Wyddgrug / Mold Sir y Fflint / Flintshire CH7 1BQ  DX 26560, MOLD	<b>Ffôn / Tel</b> 01352 757273  <b>Ffacs / Fax</b> 01352 757752  <b>E-bost / E-mail</b> <a href="mailto:translation@posib.co.uk">translation@posib.co.uk</a> <a href="mailto:posib@icloud.com">posib@icloud.com</a>  E-bost diogel / Secure email: <a href="mailto:dorothy.roberts@posib.cjsm.net">dorothy.roberts@posib.cjsm.net</a> <a href="mailto:Christine.vaughan@posib.cjsm.net">Christine.vaughan@posib.cjsm.net</a>  <a href="http://www.posib.co.uk">www.posib.co.uk</a>

## Cwynion am Ddarparwyr

Mae'r darparwyr Gwasanaeth ar y rhestr gymeradwy'n rhwym wrth gongtract gyda'r Weinyddiaeth Cyfiawnder. Dan delerau'r contract hwnnw, mae'n rhaid i'r darparwyr feddu ar drefn gwyno gadarn.

- Os bydd llys neu ddefnyddiwr llys am gwyno am ddarpariaeth gwrandawiaidau dros y ffôn neu drawsgrifiad, gan gynnwys prisiau, bilio, ac ansawdd neu problemau thechnegol arall, dylid cyfeirio'r cwynion at y darparwr gwasanaeth perthnasol.
- Os bydd llys neu ddefnyddiwr llys am gwyno am ymddygiad y darparwr gwasanaeth ar gyfer trawsgrifiadau neu wrandawiaidau dros y ffôn, rhaid iddynt yn y lle cyntaf gysylltu â'r Tîm Gweithrediadau Sifil, pwynt post 1.41 102 Petty France, Llundain SW1H 9AJ neu DX 152380 Westminster 8 neu e-bost [Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk](mailto:Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk)

## Complaints about Providers

The Service provides on the approved list are subject to a contract with the Ministry of Justice. Under the terms of that contract, providers are obliged to have a robust complaints procedure in place.

- If a court or court user wishes to make a complaint relating to the provision of a telephone hearing or transcript, including prices, billing, and quality of product or other technical issues this should be directed to the relevant service provider.
- If a court or court user wishes to make a complaint relating to the conduct of the service provider for transcripts or telephone hearings, they should in the first instance contact the Civil Operations Team, post point 1.41, 102 Petty France, London, SW1H 9AJ or DX 152380 Westminster 8 or email [Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk](mailto:Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk)

## ADRAN 3 / SECTION 3

Amrywiad rhif 7 i Gontract y Panel Trawsgrifio Tapiau (TTP).  
Uchafswm prisiau Diwygiedig i Gyrff Awdurdodedig  
Mawrth 2014

Tape Transcription Panel (TTP) Contract Variation  
number 7  
Revised Maximum Authorised Bodies Rates  
March 2014

<b>Panel Trawsgrifio Tapiau (TTP)</b>		<b>UCHAFSWM Prisiau DIWYGIEDIG i Gyrff Awdurdodedig REVISED MAXIMUM Authorised Bodies Rates</b>
<b>TTP</b>		
1. Cyfradd fesul ffolio* ar gyfer trawsgrifiadau o dâp magnetig/rîl i rîl/DAR (gan gynnwys Cryno Ddisg) 1. Tystiolaeth 2. Dyfarniadau	1. Rate per folio* for transcripts from magnetic tape/reel to reel/DAR (including Compact Disc) 1. Evidence 2. Judgments	<b>£1.63</b> <b>£1.79</b>
2. Cyfradd fesul ffolio* ar gyfer trawsgrifiadau o gopi caled 1. Tystiolaeth 2. Dyfarniadau	2. Rate per folio* for transcripts from hard copy 1. Evidence 2. Judgments	<b>£1.63</b> <b>£1.79</b>
3. Cyfradd copi fesul tudalen A4	3. Copy rate per A4 page	<b>£0.36</b>
4. Isafswm ffi ar gyfer Trawsgrifiad, os yw'n berthnasol	4. Minimum fee for a Transcript, if applicable	<b>£15.75</b>
5. Tâl ychwanegol, os yn berthnasol, yn achos trawsgrifiadau sydd eu hangen o fewn 48 awr	5. Additional charge, if applicable, for transcripts required within 48 hours	<b>20% yn Ychwanegol 20% Uplift</b>
6. Unrhyw gostau eraill	6. Any other costs	<b>Ffioedd Pacio a Phostio os yn berthnasol Postage and Package where applicable</b>

\*72 gair/words